



# WASHOE COUNTY

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## STAFF REPORT

BOARD MEETING DATE: November 10, 2015

**DATE:** October 20, 2015  
**TO:** Board of County Commissioners  
**FROM:** Janine Baker, Court Administrator, Sparks Justice Court  
353-7600, jbaker@washoecounty.us  
**THROUGH:** Kevin Higgins, Administrative Judge   
**SUBJECT:** Recommendation that the Board of County Commissioners approve the creation of an intermittent hourly Bailiff position for the Sparks Justice Court at a maximum annual cost of \$10,068 for FY 2015-16. (Commission Districts 3, 4 & 5)

### SUMMARY

It is recommended that the Board of County Commissioners approve the creation of an intermittent hourly Bailiff position for the Sparks Justice Court. The maximum cost of this position is \$10,068 in fiscal year 2015-16.

### PREVIOUS ACTION

No previous action

### BACKGROUND

Sparks Justice Court currently has two Bailiffs and one Bailiff Supervisor position covering two full-time elected judges and one part-time senior judge. All Bailiff staff is responsible for providing security inside the courtroom and public area of the courthouse, inmate movement between the holding area and courtrooms, as well as providing access to secure meeting rooms between attorneys and their clients. In addition, Bailiffs are charged with working with the numerous attorneys appearing for court to ensure the calendar is handled efficiently and that all cases are addressed accordingly. Bailiffs are also called upon to assist the Pre-Trial Service office with compliance testing up to and including taking defendants into custody.

When a bailiff is out on leave it creates security issues for the court. Every Tuesday and Wednesday Sparks Justice Court has calendars scheduled for three judges. If there are only two bailiffs on duty, for security reasons the court will only hold sessions in two

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courtrooms. This can lead to cases being rescheduled due to a lack of bailiff resources even though there are adequate judicial resources.

Even on days when there is one bailiff for every judge, if every judge is on the bench, every bailiff is in a courtroom and there is no bailiff available to provide security in the lobby area. In order to keep the calendar moving, a deputy clerk is assigned to sit at the bailiff station to help direct parties and assist attorneys but there is no substitute for security.

The Sparks Justice Court will have sufficient budget authority to fund a Pooled Position account (GL #701130) to pay for this new position for the remainder of FY16. Based on a mid-range wage of \$25.17 per hour, not to exceed 800 hours per year, the maximum cost for this position would be \$20,136 annually. For the remainder of the current fiscal year, based on a January hire date, the position would not exceed 400 hours at a cost of \$10,068.

### **FISCAL IMPACT**

There is sufficient budget authority in the FY16 budget to cover the cost of this position this year. Additional funding in the amount of \$10,068 will be necessary in FY17 to provide a full 800 hours per year at a cost of \$20,136 annually. This additional amount will be considered during the FY 2016-17 budget process.

### **RECOMMENDATION**

It is recommended that the Board of County Commissioners approve the creation of an intermittent hourly Bailiff position for the Sparks Justice Court. The maximum cost of this position is \$10,068 in fiscal year 2015-16.

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be to move to approve the creation of an intermittent hourly Bailiff position for Sparks Justice Court at a maximum annual cost of \$10,068 in fiscal year 2015-16.